

POSITION DESCRIPTION

Class Title: Operator III
Department: Public Works
Division: Building Maintenance
Date: September 2019

GENERAL PURPOSE

Performs routine, skilled, manual, and maintenance work with city streets, vehicles, equipment, buildings, pool, grounds and parks, city utilities.

SUPERVISION RECEIVED

Works under the immediate supervision of the Public Works director or designated representative. Works independently or with city staff.

SUPERVISION EXERCISED

Directs the work activities to be completed on a daily basis by assigning seasonal workers to specific projects and providing specific instructions for the work methods and quality of workmanship. Evaluates performance of personnel working under direct supervision of Operator III (Building Maintenance) and communicates, in writing, strengths or deficiencies to Public Works Director or designated representative.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works with Public Works Director or designated representative to prioritize projects.

Oversees maintenance of right-of-way and public lands within the City, including City owned Buildings, City Parks and swimming pool (CPO Certification).

Assists in the placement of maintenance personnel and machinery to perform a definite program of work.

Performs miscellaneous cleaning, maintenance, and repair work on City-owned buildings including park facilities, equipment, and shelters.

Coordinates usage and maintenance schedules of grounds, fields and facilities.

Leads crew and participates in maintenance work such as pruning trees and brush, mowing, landscaping, snow plowing, ice control, brine application, brine mixing, chemical application and cleaning streets.

Inspects services provided by contractors or vendors for compliance with performance standards.

Assures compliance with OSHA standards when excavating to desired or required depth for water, sewer or storm repair.

Assists in setting up and taking down equipment for various programs, prepares facilities for park and recreation program use.

Performs routine maintenance and minor repairs including welding, sandblasting, and painting on vehicles and equipment and makes necessary adjustments to ensure proper working order.

Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.

Loads and unloads heavy objects and materials, including rock, sand and dirt, used in division activities.

Performs manual labor as required including digging, painting, erecting and removing snow fence, trash removal, carpentry, facility cleaning and repair.

Maintains, fabricates, repairs, and replaces street signs, post and traffic control devices and inventories materials.

Performs playground inspections and maintenance.

Completes janitorial maintenance to keep building and grounds clean and neat.

Cleans tools and equipment after use and stores in appropriate locations.

Provides assistance and support in city emergencies.

Occasionally attends approved division related seminars and workshops to improve technical knowledge and abilities and evaluate new techniques. Attends safety training seminars.

May be required to assist as directed with other divisions' or other city departments' activities.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A) Graduation from high school education or GED equivalent,
- B) Five (5) years of experience relating to construction, building maintenance, or repair,
- C) Considerable experience in plumbing, HVAC and general maintenance, including supervisory experience,
- D) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- A) Comprehensive knowledge of methods, practices, techniques, equipment, tools materials and supplies used in street construction, maintenance and repair;
- B) Comprehensive knowledge of safety regulations, protocols, principles, practices and procedures for street construction, maintenance and repair; ground maintenance and repair erosion control;
- C) Working skill in building and grounds maintenance including carpentry, basic plumbing and electrical, painting and staining.
- D) Ability to read and interpret blueprints and construction specifications;
- E) Ability to operate and instruct personnel in the operation of tools and machinery used in grounds maintenance, building maintenance and repair activities.

SPECIAL QUALIFICATIONS

- A) Valid State Driver's license and CDL certification with air brakes, or ability to obtain one.
- B) Iowa Pesticide Public Applicator Spray License with Ornamental and Turf Pest Control Category (3OT), or ability to obtain one.

C) Valid Backflow Prevention Assembly Tester Certification, or ability to obtain one;

D) Maintains Certified Pool Operator Certificate, or ability to obtain one.

PHYSICAL DEMANDS

The physical demands described here representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit, climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electric shock.

The noise level in the work environment is usually loud.

The above statements are intended to describe the general nature and level of work to be performed by the person with this classification. These are not to be construed as an exhaustive list of all job duties to be performed within the classification. This job description may be changed from time to time as deemed necessary.